

Proctor: Team Meetings

According to the DHS/DCFS Contract, Part II. Sec. VII. A. 3.,

Service Requirements

The Contractor shall provide diagnostic and rehabilitative mental health services for Clients in Division custody or Clients who were adopted after being in Division custody who are referred for services by the Division. The Contractor shall obtain written authorization from the Case Manager before services are provided, in accordance with the Division's PSA process. In addition to providing diagnostic and rehabilitative mental health services, the Contractor shall provide the following:

b. Team and Team Meetings

The Contractor shall:

(1) As part of a clinical mental health service, actively participate as a member of the Team. The Contractor shall provide rehabilitative mental health and related services in collaboration with the Client's family and the foster/proctor family or other direct caregiver to promote stability and long-term permanence for each Client.

(2) Include both the Client's family and foster/proctor family or other direct caregiver in the Client's ongoing treatment to facilitate understanding of how to best address the Client's current and future mental health needs. (Example: it is appropriate to convene members of a Team Meeting in the development of the treatment plan, quarterly treatment plan review, and to gather information from parents, proctor family, teachers, child care providers, and Case Managers for the purpose of assessing the Client as part of the Psychiatric Diagnostic Interview Examination.)

(3) Participate in all, and may also initiate any of the following, Team Meetings:

*(a) **Pre-Treatment Team Meeting** The Contractor shall participate in a Team Meeting prior to a Client beginning treatment.*

*(b) **Ongoing Team Meeting** The Contractor shall participate in all ongoing Team Meetings to coordinate the Client's treatment plan with the Division service plan, the Client's permanency goal, and the long-term view.*

*(c) **Change of Clinician Treatment Team Meeting** Prior to any change in clinician/treatment provider, unless it is an emergency situation, the Contractor shall participate in a Team Meeting to discuss reasons, solutions, and transitions that are most beneficial to the overall treatment goals and service plan for the Client.*

*(d) **Discharge Team Meeting** Prior to discharge, the Contractor shall participate in a Team Meeting to discuss progress, maintenance, and transitions for long-term stability of the Client.*